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Expense

Creating a Money Return for a Cash Advance Balance



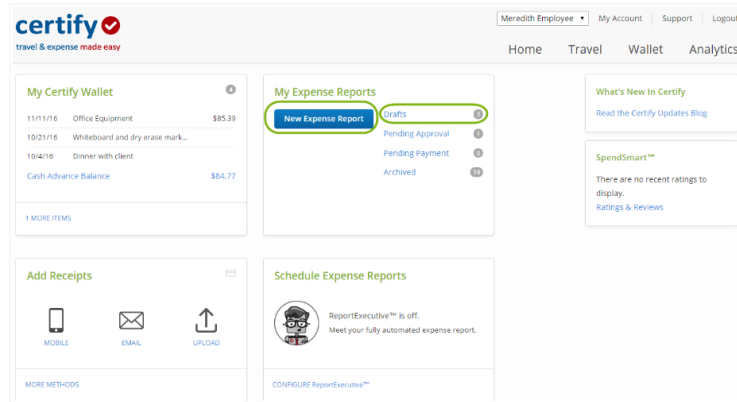
Courtney O'Reilly

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Money Returns can be created to return unused funds from a Cash Advance. When a **Money Return** is approved and processed it will reduce the funds available in the **Cash Advance Balance**. This article will show you how to create a **Money Return** to send for approval.

Step 1: On your account homepage, select **Drafts**, or create a new blank expense report.



Step 2: Scroll down to **Add Expense**. Select the **Money Return** expense category.

Add Expense

Date
11/11/2016

Department
General & Admin

Category
Money Return

Amount
United States Dollars

Reason

Receipt
Change

Save
Cancel

Step 3: Enter the **Amount** of the Money Return.

Add Expense

Date
11/11/2016

Department
General & Admin

Category
Money Return

Amount
84.77
United States Dollars

Reason
Unused from \$500 advance.

Receipt
Change

Save
Cancel

Step 4: Click **Save** to add the expense to the expense report.

Step 5: **Submit** the expense report for approval.

My Expense Report

Report Name
Money Return

Dates
11/1/2016 - 11/30/2016

Submit for Approval


Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
✓	11/11/2016	General & Admin	Money Return	✓	84.77	Yes	No	✓	

Total Non-Reimbursable	\$0.00
Total Personal	\$0.00
Total Reimbursable	\$84.77
Total Expenses	\$84.77

After the **Money Return** is approved and processed by the Accountant it will reduce the funds available in the **Cash Advance Balance**.

***Please note:** You may also submit a **Money Return** using the mobile app using the **Add Expense** button and selecting the **Money Return** expense category. If you have documentation to include, you may also use the **Add Receipt** button instead.*

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